



***Little River Band of Ottawa Indians***  
***Tribal Government***  
375 River Street  
Manistee, MI 49660  
(231) 723-8288

**Title: Health Director**  
**Health Department**

***Summary***

Provides health care services for the Little River Band by planning, developing, implementing, controlling, and evaluating Little River band health care delivery programs and operations.

***Required Knowledge & Certification:***

- ❑ Bachelor Degree in Health Services field or 8 years private or public health delivery experience
- ❑ 5 years supervisory/managerial experience in health services field
- ❑ Valid driver's license throughout employment as needed and be insurable under organizational policy

***Preferred Knowledge & Certification:***

- ❑ Master Degree in Health Services field and 5 years private or public health delivery experience
- ❑ Active member in Community/Statewide/Federal professional memberships

***Required Skills:***

- ❑ Strong computer skills necessary to meet the requirements of the position (May be changed to meet the needs of the position)
- ❑ Excellent project management skills
- ❑ High organizational skills
- ❑ Excellent written and verbal communication skills
- ❑ Excellent interpersonal communication skills
- ❑ Accurate and detail-oriented
- ❑ Excellent problem solving skills
- ❑ Excellent negotiation skills, with an understanding of whole costs and overhead concepts

## ***Required Abilities:***

- ❑ Displays leadership quality and the ability to manage all situations
- ❑ Must be able to manage departmental budget and control labor and expenses
- ❑ Ability to maintain a high level of confidentiality
- ❑ Ability to independently manage multiple tasks in professional manner
- ❑ Ability to maintain a professional demeanor
- ❑ Ability to instruct, direct and evaluate employees
- ❑ Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis
- ❑ Ability to establish program procedures, policies, or guidelines and relate these to objectives
- ❑ Ability to organize, evaluate, and present information effectively
- ❑ Ability to interpret tribal laws, rules, and regulations relative to the department
- ❑ Ability to formulate plans, procedures, and controls
- ❑ Ability to maintain favorable public relations
- ❑ Ability to work tactfully, collaboratively, and diplomatically with others
- ❑ Ability to alleviate stress and anxiety and be supportive of persons

***Salary:*** This is a Level 7 position (\$50,606 - \$86,216); Exempt – Salary– Weekly pay

***Individuals, who are interested in the above position, please submit a resume and completed application to the Human Resource Department, at the address above. Questions should be directed to the Human Resource Department.***

***Tribal Preference will apply according to Tribal policies.***

***Conditions of employment with The Little River Band of Ottawa Indians Tribal Government include passing a pre-employment drug test, a background investigation, and successfully completing a 90-day probationary period. Candidates for this position will be required to have dependable transportation available to them without notice.***

Posted 10/11/10  
Remove 10/25/10